PTA term-end checklist

Each PTA board should evaluate the term’s work and prepare recommendations for the next term. Some questions to ask include the following:

Projects and programs:

• Did the PTA achieve the goals set at the beginning of the term? If not, what needs to be done?
• Did the officers and chairmen know what was expected of them?
• Were efforts made to include more members in planning and working toward achieving those goals?

Membership:

• Did the PTA membership increase this term?
• Was an effort made to include more new members?
• Were telephone calls and e-mails from members answered promptly?
• Were the association meetings well-attended?
• Was the membership included in the decision-making process of the association?
• Was the membership kept informed of PTA events and programs?

Training:

• Were the officers and chairmen notified of training opportunities?
• Did officers and chairmen take advantage of training opportunities?
• Was the association represented at council/district PTA meetings and the California State PTA Convention?
• Were PTA resources and newsletters shared?